

Name, surname:

Start date:

Position:

DONE	TASK
<input type="checkbox"/>	Inform the employee about rights and obligations arising from the employment agreement before its conclusion
<input type="checkbox"/>	Request the following data from the employee for the employment agreement preparation: <ul style="list-style-type: none"><input type="checkbox"/> Name, surname, birth name, degree title<input type="checkbox"/> Date and place of birth<input type="checkbox"/> Birth registration number<input type="checkbox"/> Permanent residence address, correspondence address (where applicable)<input type="checkbox"/> Citizenship<input type="checkbox"/> Employee's health insurance company<input type="checkbox"/> Bank account number (if the wage is to be paid via bank transfer)<input type="checkbox"/> Information on execution order or insolvency regarding the employee
<input type="checkbox"/>	Request the following documents and information from the employee: <ul style="list-style-type: none"><input type="checkbox"/> Prior employment verification letter<input type="checkbox"/> Taxable income certificate (if the tax return is prepared by the employer)<input type="checkbox"/> Academic or professional qualification (diploma, certificate)<input type="checkbox"/> Extract from the criminal record, confirmation of student status letter, acknowledgement of pension and receipt of pension, documentation for claiming child tax relief (if justified)<input type="checkbox"/> Documents proving the right to reside and work in Czechia (in case of a foreigner)
<input type="checkbox"/>	Conclude the employment agreement (both parties)
<input type="checkbox"/>	Provide the employee with 1 counterpart of the signed employment agreement (or alternatively send if the contract is concluded electronically)
<input type="checkbox"/>	Provide the employee with associated unilateral documents: <ul style="list-style-type: none"><input type="checkbox"/> Wage statement (if the wage is not agreed upon in the employment agreement)<input type="checkbox"/> Job description
<input type="checkbox"/>	Sign the appropriate related documents (liability agreements, handover protocols etc.)
<input type="checkbox"/>	Arrange for the entry medical examination of the employee prior to the work start
<input type="checkbox"/>	Create the employee's personal file
<input type="checkbox"/>	Inform the employee in writing regarding the following terms of the employment relationship: <ul style="list-style-type: none"><input type="checkbox"/> Specification of the type and place of work (e.g. if the agreed place of work is "Prague", you should inform the employee regarding the specific address)<input type="checkbox"/> Indication of the length and method of determining leave<input type="checkbox"/> An indication of the duration and conditions of the probationary period, if agreed<input type="checkbox"/> An indication of the procedure to be followed by the employer and the employee in terminating the employment relationship and the duration and length of the notice period<input type="checkbox"/> Length of annual leave, or the method of its determining and the extent of overtime work

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- Indication of salary and method of remuneration, due date, place and method of payment of salary
- Indication of the extent of minimum continuous daily rest and continuous weekly rest and the provision of meal and rest breaks
- Indication of professional development, if provided by the employer
- Collective agreements
- Indication of the social security body to which the employer pays social security contributions

- Provide the employee with personal safety equipment and work equipment**
- Arrange for initial training of the employee in occupational safety and health, fire safety and specific training for the job position (where appropriate)**
- Register the company as a tax payer of employment tax with the tax authority (only at the time of employment of the first employee)**
- Register the company as an employer with the appropriate district social security administration (only at the time of employment of the first employee)**
- Notify the appropriate district social security administration of the new employee**
- Register the company as an insurance premium payer with the employee's health insurance company (if not already registered with that insurer) and notify the insurer of the employment**
- Provide the employee with a statement for the purpose of income tax advances and arrange for its signature by the employee**
- Fulfill the following obligations when employing foreigners:**
 - Keep documents proving the right to reside and work in Czechia
 - Notify the Labour Office no later than on the day of the employee's work start
 - Enter the employee into the record of employees-foreigners
- Inform the bailiff/insolvency administrator of the employment (if the employee has an execution order or is insolvent)**